Policy

The Loop Lab (TLL) is committed to providing a safe and healthy workplace for all our workers, students, clients, guests and visitors. It is our policy that everyone who conducts Audio/Video production will adhere to established procedures and protocols.

Procedure

- All on-site activity is by appointment only. No “walk-in” activity is allowed. Staff will send a group email notification of on-site appointments they schedule.

- In the event a project cannot be held at a Loop Lab facility, all off-site activity is by appointment only. All production projects must adhere to all current Federal, State, and local health and safety regulations. Additionally, the following protocol must be followed for the duration of the covid19 pandemic:

- The Loop Lab Production Studio Representative will coordinate all off site safety procedures with the client including:
  - Personal Protective Equipment (PPE) including sanitizer, face masks (without vent plugs), and/or face shields.
  - The number of individuals authorized to be at the off-site project shall be predetermined and the names of the individuals authorized to be present noted.
  - Physical distancing and masks must be adhered to when applicable.
  - If the off-site location is on a client’s property the client must take every precaution to ensure the safety of the Loop Lab Representatives.
  - All pets with the exception of certified service animals must be secured in a space where there is no contact with the Loop Lab Representatives.
  - If air purifiers are not available, at an “inside” off-site location, adequate ventilation must be provided (open window(s)).
For contact tracing purposes:

- Staff, students, clients, and guests will immediately notify The Loop Lab if they have contracted covid19 and were inside any of the Loop Lab Facilities.

- Staff, students, clients, and guests will notify The Loop Lab if they were in direct contact with TLL staff or students within 14 Days of testing positive for covid19.

All staff leaders must ensure this process is followed.

There are no exceptions to this policy.